



Miramichi SPCA Volunteer Information

We welcome any volunteer who wishes to spend their time with us. Whether it be cleaning, playing with animals, walking dogs, or fundraising. Here is some information on volunteering.

Anyone who wishes to volunteer will need to complete and sign a Volunteer Information Form, sign a waiver, and have a Criminal Background check completed - this is free of charge to volunteers and is to be completed by local police if you live in the city limits or the RCMP if you live outside the city limits. You must also sign a Non-Disclosure Agreement at the shelter.

Any volunteer under the age of 18 does not require a Criminal Background check, however **volunteers under the age of 16 must be accompanied by a parent or guardian over the age of 18 at all times!** The parent or guardian must complete a Volunteer Information Form, sign a waiver for both themselves and the minor, and have a Criminal Background check completed. The guardian CANNOT be an employee.

Anyone who has prior convictions or charges of theft, assault, arson, or anything that could pose a risk to the shelter, animals, staff, or other volunteers will NOT be permitted to volunteer.

Please note any volunteer with allergies should be aware that they may come in contact with bleach and multiple other chemicals, as well as cat and dog fur and dander.

Volunteers may come at any time we are open to the public. If you would like to volunteer in the morning before we open it must be approved by the Shelter Manager as there are days when we are not in due to vet appointments, etc. It is advised that you call ahead anytime you would like to volunteer, especially if you live a great distance away.

The Miramichi SPCA does not contact volunteers except for fundraising events due to the sheer number of volunteers on our list. It is up to the volunteer to decide when he/she/they want to come in.

Early morning hours is when most cleaning takes place, afternoons are primarily for volunteers who wish to walk/play with animals or do dishes and laundry.



The following is what we ask of our volunteers:

1. Please ask before opening cages/kennels. Certain animals may bite, or scratch or they may be under quarantine for certain reasons.
2. Please do not walk dogs if you cannot handle them. Some of our dogs are not good with other dogs and/or cats. You must be able to keep them under control.
3. When walking dogs, please stay away from others who may be walking whether they are with other dogs or not. Not everyone is comfortable around dogs.
4. When walking dogs, please bring a poop bag with you to clean up any mess.
5. When volunteering we ask that you do not bring your personal pets with you. The shelter is a very stressful environment for animals and any animal may react differently than you would expect when under stress. Animals at the shelter may be carrying diseases that we are not aware of and could be transmitted to your pets. Dog fights have been known to break out when stress rises, and it is too risky for volunteers to be in the middle of it.
6. We ask parents/guardians to make sure children stay calm and quiet when interacting with the animals. Most of the animals in our care are already stressed and may not react well to bouncy, loud behaviors.
7. Please be sure to wash your hands before and after handling the animals to prevent the spread of any illnesses that may be present.
8. If you are cleaning kennels/rooms, certain animals eat certain foods. If you are not 100% sure, please ask for assistance.
9. We ask that you do not bring any valuable items with you when you come to volunteer. We are not responsible for lost, damaged, or stolen items. Any items you do bring, please place them in the staff room (you will need to have a staff member with you).
10. Many clients that staff speak with are discussing personal, confidential information. If you see staff talking to clients, please stay a respectable distance away and wait for staff to be finished. Unless in the case of an emergency.
11. We ask that volunteers do not ask staff for transportation to and from the shelter.
12. We ask that you do not represent agents of the Miramichi SPCA by informing the public about any of our animals. And that includes letting the public into different rooms at the shelter. Staff know the animals best and can inform the public if they have questions. If someone asks you a question, please find a staff member to answer.

I understand that failure to comply with any of the above could result in Management asking me to leave and not being able to return for volunteering.

Volunteer Signature: _____ Date: _____

Thank you for your support and understanding. An organization like the Miramichi SPCA depends on respectable and involved volunteers like you!